

CONNECTICUT STATE DEPARTMENT OF EDUCATION
AND
CONNECTICUT STATE DEPARTMENT OF SOCIAL SERVICES

QUALITY ENHANCEMENT GRANT PROGRAM

**Grant Application for Participation
Priority School District Municipalities**

Purpose of the Grant Application

*To enhance the capacity of community early care and education providers
to provide quality developmentally appropriate opportunities for children
and comprehensive services for families.*

RFP 052

**Legislative Authority
C.G.S. Section 17b-749c**

**Application Due Date
June 1, 2007**

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
and
CONNECTICUT STATE DEPARTMENT OF SOCIAL SERVICES**

**Mark K. McQuillan
Commissioner of Education**

**Michael P. Starkowski
Commissioner of Social Services**

IT IS THE POLICY OF THE STATE OF CONNECTICUT THAT NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF, OR OTHERWISE BE DISCRIMINATED AGAINST UNDER ANY PROGRAM INCLUDING EMPLOYMENT, BECAUSE OF RACE, COLOR, RELIGIOUS CREED, SEX, AGE, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL ORIENTATION, MENTAL RETARDATION, PAST/PRESENT HISTORY OF MENTAL DISORDER, LEARNING DISABILITY OR PHYSICAL DISABILITY.

QUALITY ENHANCEMENT GRANT

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QUALITY ENHANCEMENT GRANT PROGRAM

Overview

What Is the Quality Enhancement Grant Program?

The State Departments of Education and Social Services have targeted the priority school districts to receive the Quality Enhancement Grant. Eligible municipalities must utilize the Quality Enhancement Grant funds to fund local providers through a competitive grant process.

What Is the Funding for the Quality Enhancement Grant Program?

The State will allocate funds to eligible municipalities through the Quality Enhancement Grant Program to compliment local funds that support activities that improve the quality and comprehensiveness of existing early care and education programs for 3- and 4-year-old children that support children, families and child care providers within their city or town.

Who is an Eligible Applicant for the Quality Enhancement Grant Program?

Eligible applicants are the Connecticut municipalities that contain Priority School Districts. These eligible applicants (i.e., municipalities) must use the local School Readiness Council to review and recommend projects to be funded.

What Is the Purpose of the Quality Enhancement Grant Program?

The purpose of the Quality Enhancement Grant Program is to allow early care and education programs to enhance quality standards and/or expand comprehensive services for children and families. The legislation identifies comprehensive services as enhanced access to health care, nutrition, family support services, parent education, literacy and parental involvement, and community home outreach programs as quality standards for programs providing school readiness and child day care. Projects should be directed to children and families enrolled in all early childhood settings including family day care, kith and kin (informal child care) and child care providers that receive school readiness grant funds as well as those that do not. The State will also consider community quality initiatives that include the creation of supportive networks with family day care homes, kith and kin childcare providers and/or other initiatives directed towards increasing and enhancing quality in programs. Municipalities are encouraged to maximize the number of children and families impacted by the services supported by this grant by ensuring that high quality programming is provided.

This grant should not duplicate accreditation and training activities that are generally available at the local or regional level. Additionally, funds cannot be used for increasing staff salaries or for administrative or planning functions. Other additional funds and in-kind services that assist in the implementation activities under this grant program must be identified.

Grantees must submit the entire grant application to the State and include the selected, as well as denied proposals.

What is the Duration of this grant application?

This grant application is for a two year-period based on the availability of funds. Programs must submit an application addressing the RFP for a two-year period FY 2007-2008 and FY 2008-2009. For Year 2, the State Department of Education and the State Department of Social Services require applicants to submit a cover letter signed by the Chief Elected Official and Superintendent with attached budget pages, any revisions/changes to the information submitted in the Year 1 application as well as a summary of Year 1 activities and objectives achieved. Grants award letters will be issued annually based on the annual appropriation of the Connecticut legislature and compliance with the program requirements.

CONNECTICUT STATE DEPARTMENT OF EDUCATION

RFP 052
04/07

C.G.S. Section
17b-749c

Division of Educational Programs and Services
Bureau of Early Childhood Education and Social Services

QUALITY ENHANCEMENT GRANT PROGRAM

Priority School District Municipalities

This grant is supported by the State Departments of Education and Social Services

GRANT PERIOD

July 1, 2007 to June 30, 2009

GRANT COVER PAGE

To Be Completed and Submitted with the Grant Application

<u>APPLICANT AGENCY:</u> (Name, Address, Telephone, Fax)	<u>LOCAL PROGRAM TITLE:</u> <u>PROGRAM FUNDING DATES:</u> FROM July 1, 2007 TO June 30, 2009
<u>AGENCY CONTACT PERSON:</u> (Name, Address, Telephone, Fax)	<u>ESTIMATED FUNDING:</u>

We, _____, the undersigned authorized chief administrative officials submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

Signature (Mayor): _____ **Title:** _____
Name (typed): _____ **Date:** _____
Agency: _____

Signature (Superintendent): _____ **Title:** _____
Name (typed): _____ **Date:** _____
Agency: _____

TO BE SIGNED IF FISCAL AGENT IS OTHER THAN THE MUNICIPALITY OR SCHOOL DISTRICT

Signature (Fiscal Agent): _____ **Title:** _____
Name (typed): _____ **Date:** _____
Agency: _____

QUALITY ENHANCEMENT GRANT PROGRAM

Grant Fiscal Agent FY 2007-2008 and FY 2008-2009

1. Identify the fiscal agent for the Quality Enhancement Grant Program for FY 2007-2008 and FY 2008-2009.

Please be advised that if the fiscal agent for this grant program is other than the municipality or the municipality's school district, the fiscal agent must sign the Grant Cover Page and the grant's Statement of Assurances to certify compliance with all relevant requirements of this State grant program.

Please note that the appointment of a fiscal agent other than the grantee does not relieve the grantee of their obligations and accountability for implementing the objectives of this grant or ensuring the appropriate use of grant funds.

Fiscal Agent Information

Identify Fiscal Agent:

Street Address:

City, State, Zip Code:

Telephone:

Fax:

Primary Contact Person:

Federal ID #:

QUALITY ENHANCEMENT GRANT PROGRAM

Grant Budget FY 2007-2008

1. The applicant agency must complete the State Budget Form, ED 114, with proposed line item expenditures identifying the use of grant funds to implement the provisions of this grant program.
2. The applicant agency must complete the Budget Justification page justifying the use of proposed line item expenditures to implement this grant program.
3. Grantees must submit a new State Budget Form and Budget Justification page in Year 2.

The grant application includes a section entitled, Explanation of Budget Object Codes, to assist the applicant agency in identifying appropriate line items for the use of grant funds.

Please be advised:

Grant funds may not be used to administer this grant program at the local level; and

Grant funds must be directly related to the implementation of quality comprehensive services for children and their families.

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE:	Quality Enhancement Grant Program		
PROJECT TITLE:	Priority School Municipality: Quality Enhancement Grant		
ACCOUNTING CLASSIFICATION:		FUND: 12060 SPID: 90242 YEAR: 2008 PROG: 82079 CF1: CF2:	
GRANT PERIOD: 07/01/07– 06/30/08		AUTHORIZED AMOUNT:	
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE:	
LOCAL BALANCE:		CARRY-OVER DUE:	

CODES	DESCRIPTIONS	BUDGET AMOUNT
111A	Administrators / Supervisors Salaries	
111B	Teachers	
112A	Education Aides	
112B	Clerical	
119	Other	
200	Personal Services – Employees Benefits	
322	Inservice (Professional Development)	
323	Pupil Services	
324	Field Trips	
325	Parent Activities	
330	Other Professional Technical Services	
331	Audit	
400	Purchased Property Services	
510	Pupil Transportation	
530	Communications	
580	Travel	
590	Other Purchased Services	
611	Instructional Supplies	
612	Administrative Supplies	
690	Other Supplies	
700	Property	
890	Other Objects	
	TOTAL	

____ Original Request Date

____ Revised Request Date

State Department of Education
Program Manager Authorization

Date of Approval

QUALITY ENHANCEMENT GRANT PROGRAM

Budget Justification

1. Include justification for the use of proposed line item expenditures to implement the Quality Enhancement Grant Program.

For Example:

322	Workshop on Developmentally Appropriate Materials	\$1000.00
	10 hours at \$100.00 per hour	

Include a separate budget justification that reflects the use of the 10% Quality Enhancement allocation designated for kith and kin care provider services.

QUALITY ENHANCEMENT GRANT

Explanation of Budget Object Codes

SALARIES (100)

- 111A** **Administrator/Supervisor Salaries:** Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.
- 111B** **Teachers:** Salaries for employees providing direct instruction/therapy to pupils/clients. This category is used for both pupil personnel staff and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or those hired on a temporary basis to perform work in positions of either a temporary or permanent nature are reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.
- 112A** **Education Aides:** Salaries for employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 112B** **Clerical:** Salaries for employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 119** **Other:** Salaries for any other employee not fitting into objects 111A, 111B, 112A or 112B. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators, salaries, and food service personnel.

BENEFITS (200)

- 200** **Personnel Services - Employee Benefits:** Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A, 111B, 112A, 112B or 119. These amounts are not included in the gross salary but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are parts of the cost of personal services.

Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

PURCHASED SERVICES (300)

- 322 In Service (Instructional Program Improvement Services):** Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, Inservice training specialists, etc., who are not on the grantee payroll.
- 323 Pupil Service (Non-Payroll Services):** Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, etc.
- 324 Field Trips:** Cost incurred for conducting educational activities off site, including admission costs.
- 325 Parent Activities:** Expenditures related to services for parents including workshop presenters, baby-sitting services, and overall seminar/workshop costs.
- 330 Other Professional/Technical Services:** Payments for professional or technical services that are not directly related to instructional activities. Included are payments for data processing, management consultants, legal services, etc.
- 331 Audit:** Direct cost for the audit of the grant program by an independent auditor. This category is separated from object code 330, as many grants do not include the cost as an eligible grant expenditure.

PURCHASED PROPERTY SERVICES (400)

- 400 Purchased Property Services:** Expenditures for services to operate, repair, maintain and rent property owned or used by the grantee. These are payments for services performed by persons other than employees of the grantee.

OTHER PURCHASED SERVICES (500)

- 510 Pupil Transportation:** Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting children with disabilities.
- 530 Communications:** Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone, FAX services, postage, and postage machine rental.
- 580 Travel:** Expenditures for transportation, meals, hotel and other expenses associated with staff travel, including conference or workshop fees. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are included.
- 590 Other Purchased Services:** All other payments for services rendered by organizations or personnel not on the grantee payroll not detailed in 510, 530, 560 or 580. These include printing and advertising costs.

SUPPLIES (600)

- 611 Instructional Supplies:** Expenditures for consumable items purchased for instructional use.
- 612 Administrative Supplies:** Expenditures for consumable items directly related to program administrative (non-instructional) activities.
- 690 Other Supplies:** Allowable expenditures for any other supply which is not instructional or administrative in nature including assessment instruments.

PROPERTY (700)

- 700 Property:** Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. For most grants only equipment such as computers, duplicating machines, furniture, and fixtures is allowable and the line item description on the budget will read Property/Equipment only.

Other items, which could be included in this category if allowable under grant legislation, are expenditures for the acquisition but not rental of buildings and land. Although cost of materials which resulted in a new or vastly improved structure would also be included here, the expenditures for the contracted construction of buildings, for permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object 400: Purchased Property Services.

In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value over \$1,000.00 and the useful life of more than one year.

OTHER OBJECTS (800)

- 890 Other Objects (Miscellaneous Expenditures):** Expenditures for goods or services not properly classified in one of the above objects including expenditures for dues and fees, judgments against a grantee that are not covered by liability insurance, and interest payments on bonds and notes.

QUALITY ENHANCEMENT GRANT PROGRAM

Management and Accountability Structure

1. Describe the management and accountability structure for the Quality Enhancement Grant Program. The applicant must describe how the grant program will be managed at the municipal level. Tasks and activities such as monitoring progress at the community level, including at the individual program level, should be included in the description to assure that progress toward the anticipated goals and outcomes of the grant program will be monitored throughout the funding period. Councils that have a Quality Enhancement Committee must identify members by name, affiliation and committee responsibilities.
2. Who is the person responsible for overall management of the grant and to whom does that person report?

Please note that the appointment of a fiscal agent other than the grantee does not relieve the grantee of their obligations for the management and of this grant program.

Statement of Assurances

1. The Statement of Assurances Signature Page included in this grant must provide the authorized signatures of the applicant agency (e.g., mayor and superintendent of schools). Please note that the authorized signatures of the eligible applicant must also be provided on the cover page of the grant application submitted with the grant.

*Applicants need only submit
the Statement of Assurances Signature Page
in the submission of their grant application.*

QUALITY ENHANCEMENT GRANT PROGRAM

Statement of Assurances

Quality Enhancement Grant Program

PROJECT TITLE

THE APPLICANT:

(Insert Agency Name)

HEREBY ASSURES THAT:

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant agency;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with the regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records, and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state and/or federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including fees and legal fees and costs, if any, arising out of any breach of the duties, in whole or in part, described in the application for this grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by audit;

L. **Required Contract Language**

(1). For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capitol stock, if any, or assets of which is owned by a person or persons: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes Section 32-9n; and "good faith" means that the degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but shall not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For the purposes of this section, "sexual orientation" means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

(2). (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such project. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by the contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission, advising the labor union or worker's representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and Connecticut General Statutes Sections 4a-62, 32-9e, 46a and 46a-68b to 46a-68k, inclusive and with each regulation or relevant order issued by said commission pursuant to said sections; (e) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records, and accounts, concerning the employment practices and procedures of the contractor as related to the provisions of this section and section 46a-56.

(3). Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: the contractor's employment and subcontracting policies, patterns and practices; affirmative advertising; recruitment and training; technical assistance activities and such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(4). The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.

(5). The contractor shall include the provisions of subsection (2) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding in a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of reinforcing such provisions including sanctions for noncompliance in accordance with this section and Connecticut General Statutes Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; provided if such contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

(6). The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

(7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated, when employed, without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractors has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission on human rights and opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56 of the Connecticut General Statutes; (d) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission and permit access to pertinent books, records and accounts, concerning employment practices and procedures of the contractor which related to the provisions of this section and section 46a-56 of the general statutes.

(8). The contractor shall include the provisions of subsection (7) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor, or manufacturer unless exempted by regulations and orders of the commission. The contractor

shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the general statutes; provided, if such contractor or vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

OTHER ASSURANCES

- M. The grant award is subject to approval of the State Departments of Education and Social Services and the availability of state and/or federal funds;
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference;
- O. Grant funds should not be committed until an official grant award letter is received;
- P. The grantee agrees to other attestations and special assurances, particular to the requirements of Connecticut General Statutes section 17b-749c for grantees or state agencies that require grantee or subgrantee participation or compliance.
- Q. The signature of the chief elected officials on the Statement of Assurances Signature Page indicates the intent to comply with the provisions referenced in each section. Assurances not agreed to by the chief elected official of the town must be identified on a separate sheet with a rationale for the disagreement.
- R. The State Department of Education and Social Services reserve the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with these assurances.

QUALITY ENHANCEMENT GRANT PROGRAM

Statement of Assurances Signature Page

We, the undersigned authorized officials, do hereby certify that these assurances shall be fully implemented.

Signature of Chief Elected Official:

Name: (please type)

Title: (please type)

Date:

Signature of Superintendent:

Name: (please type)

Title: (please type)

Date:

Signature of the Fiscal Agent: To Be Signed

IF the Fiscal Agent is other then the Municipality or the School District:

Signature of Fiscal Agent:

Name: (please type)

Title: (please type)

Date:

QUALITY ENHANCEMENT GRANT PROGRAM

Affirmative Action Packet

- A. The Affirmative Action Certification Form must be signed by the applicant agency's authorized official and submitted with the grant application.**

*In accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to have a complete Affirmative Action Packet on file with the State Department of Education. This grant application contains the "**Certification Form**" certifying that an Affirmative Action Plan is on file with the State Department of Education. The individual(s) authorized to sign on behalf of the applicant agency must sign the Affirmative Action Certification Form.*

Applicants who do not have an Affirmative Action packet on file with the State Department of Education must obtain and submit a completed packet with their grant application. An Affirmative Action packet can be obtained through:

**State Department of Education
Affirmative Action Office, Room 229
165 Capitol Avenue
Hartford, Connecticut 06106
(860) 713-6530**

QUALITY ENHANCEMENT GRANT PROGRAM

Affirmative Action Certification Form

CERTIFICATION

AN AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE STATE DEPARTMENT OF EDUCATION

I (We), the undersigned authorized official(s), hereby certify that the current Affirmative Action Plan of the applicant organization/agency is on file with the Connecticut State Department of Education. The Affirmative Action Plan is by reference, part of this application.

Signature of Authorized Official

Date

Name of Authorized Official (please type)

Title of Authorized Individual

Signature of Authorized Official

Date

Name of Authorized Official (please type)

Title of Authorized Individual

QUALITY ENHANCEMENT GRANT PROGRAM

Grant Submission Information

A. Date Of Board Acceptance

IF the submission of the application for the Quality Enhancement Grant Program requires the official approval and/or endorsement of any Board or like body (e.g., Board of Education, town council, etc.), the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain Board or like approval prior to submission of the grant application, then the official Board approval or like document should be sent under separate cover, no later than July 1, 2007.

B. Freedom of Information Act

All of the information contained in the grant application submitted in response to the Quality Enhancement Grant Program is subject to the provisions of Chapter 3 of the Connecticut General Statutes (Public Records and Meetings and Freedom of Information Act (FOIA) Sections 1-200 to 1-242, inclusive. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency, as defined in the statute, are public records and every person has the right to inspect and receive a copy of such records.

C. Obligations of Grantees and Sub-Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes Section 4a-60, 4a-60a and Sections 4a-68j-I et seq. of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

D. State Monitoring and Evaluation

The State may conduct site visits to grantees and subgrantees funded under this grant program to monitor a community's progress and compliance with the intent of the legislative Act and in accordance with the Request for Proposal.

E. Management and Control of the Program and Grant Consultation Role Of The State

The grantee must have complete management control of this grant. While state agency staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds obligated by the grantee.

F. Reporting Requirements

Within 60 days after the close of the fiscal year, each grantee must file a financial statement of expenditures with the State Department of Education (SDE) on such forms as may require. The applicant must submit a complete semi-annual report to the Child Care Team at the Department of Social Services.

The applicant awarded a grant must also submit a final project report within 60 days after the end of each funding year and within 60 days of project completion. Identification of the outcomes achieved over the course of each funding year and the progress towards achievement of an applicant's outcomes should be identified.

G. Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that:

- (1) the collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the Department;
- (2) the proposal or application submitted provides information detailing the activities which assure priority access to services to children, youth and families referred by the collaborative oversight entity; and
- (3) the applicant shall designate someone to act as liaison for the referral process.

H. Grant Process

1. Review Of Applications and Grant Awards

The State reserves the right to make a grant award under this program without discussion with the applicants. Therefore, applications should be submitted which present the project in the most favorable light from both technical and cost standpoints.

2. Consultative Assistance

Joyce Staples and Deborah Adams, Program Managers, School Readiness Program, Bureau of Early Childhood, Career and Adult Education, Department of Education (860) 807-2057 or (860) 807-2039, and Amparo Stella Garcia, Child Care Team, Department of Social Services (860) 424-5346, will be available to answer questions regarding application procedures or proposal format.

3. Reservations and Restrictions

The State reserves the right not to fund an applicant or grantee if it is determined that the grantee cannot manage the fiscal responsibilities required under this grant.

4. Facsimile (Faxed) Copies

Facsimile (faxed) copies of applications **will not** be accepted. Only applications with the original signatures and timely filed will be accepted.

5. Delivery of Applications

Delivery of the Quality Enhancement Grant Program application is required by 4:30 p.m. on June 1, 2007, irrespective of the postmark date and means of transmittal. Applications must include one (1) original and three (3) copies.

IMPORTANT NOTE: Failure to submit the grant application on time may result in a delayed issuance of the grant award to the eligible applicant. Mailing/Delivery address is:

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